

**MINUTES
AUTISM TREATMENT FUND ADVISORY COMMITTEE
DECEMBER 6, 2011**

COMMITTEE

PRESENT: **LEEANN WHIFFEN, CHAIR**
HARPER RANDALL
CHERYL SMITH
PAUL CARBONE
PETER NICHOLAS

STAFF: **REBECCA GILES**
GUESTS: **N/A**
ABSENT: **HOLLY WILLIAMS**
NOTE TAKER: **MYKIO SARACINO**

Agenda Item	Discussion	Action Needed
Welcome	Review last meeting minutes - no changes - approve	
Final Review: Rule Committee Policies	<p>**Documents – Draft Rule: Autism Treatment Account, Utah Autism Treatment Fund Advisory Committee Policies**</p> <p>Doug Springmeyer will wait to review the document until it is has been finalized.</p> <p>Last meeting we moved the conflict of interest into the rule. The conflict of interest would only need to be signed and attested to when we were going through the RFP process. Once we get proposals and identified that there might be a conflict, that is when the conflict of interest would need to be signed.</p> <p>Motion to approve to make this a final draft, pending councils' revisions. Motion passed.</p> <p>Policy on committee membership – At the last meeting, everyone reviewed and approved this. Harper: Does the policy need to state that membership is based on the condition of the governor's approval? We will consult with legal counsel and see if the "Committee Membership" policy is OK.</p> <p>Reviewed "Conflict of Interest Form". Took out "friends", so it now says "including known family members". Rule number needs to be listed.</p>	<p>Harper and Rebecca will put together a statement to submit to Doug Springmeyer.</p> <p>Rebecca will make the suggested changes.</p>

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RFP Review	<p>** Document – Autism Treatment Fund-Request for Proposals**</p> <p>Proposal Response Format, RFP Form, Executive Summary – no changes made.</p> <p>Organization Background and Qualifications: We wanted to add the history of the organization with the mission statement. Also added “with a fee schedule summary” under second bullet. Harper: Will it always be necessary to include a fee schedule summary? Pete: Change it to say “as applicable”. Committee agrees.</p> <p>Staff: Added “assurance that new staff will be licensed or credentialed”. Harper: New staff refers to staff that are hired after attaining this grant. Leann: Change to say “new staff must meet required qualifications”. Rebecca: Add “or be supervised by someone licensed or credentialed”. Also added “to assure the safety of participants”. Committee agrees to changes.</p> <p>Treatment or Services to be Provided: Added “to identify the number of individuals to be served and selection criteria to be used”. Committee agrees to changes.</p> <p>Evaluation and Outcomes: Instead of “each child”, we changed it to say “for children seeking services”. Harper: It is possible that they already have set up pre and post testing and we may be funding additional people for that therapy, so the pre and post testing may not be paid for by the funding. Rebecca: If they are getting funding to provide services, we are requiring that they do an evaluation. All we are saying is that they have to provide a plan for reporting evaluation. Added “Identify any potential secondary benefits that this funding may achieve”. Committee agrees to changes.</p> <p>Budget and Justification: This section will need to be revisited when we actually have funding. Added “no administrative costs will be allowed. Funds may not supplant existing funds.” Committee agrees to changes.</p> <p>When we send out proposals, we will have a review sheet that we use. The review sheet will list the bullets in the last section. The reviewers will give points for each bullet. Evaluation and Outcomes section, added the last two bullet point.</p>	
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	<p>Leeann: Do we need to approve this? Rebecca: Once we are funded, we may need to make changes. Suggests giving preliminary approval, to be reviewed in the event that we have funding.</p> <p>Motion made to adopt this proposal, pending potential revision with funding. Motion approved.</p> <p>There is a link on the CSHCN website where people can view the law, our agenda and minutes, and our legislative reports.</p> <p>We need to find out what actions we can take to get this funded. Can we solicit the public for funding for this? Can we apply for grants to fund this account? Will foundations want to give us funds if we are not tax exempt?</p> <p>If we cannot go through the state, we would have to get private donations and we would need to get permission to solicit that. Leeann will try to get in touch with Becky Lockhart to find out if this is pursued, if it would take away from something else, such as Autism preschools, or at least let her know that we have done the work, and find out what she recommends to get funding this.</p> <p>Cheryl supports soliciting private funding. Leeann supports soliciting both private funding and government funding, as long as there are not state funds taken from elsewhere. Pete supports soliciting private funding. Leeann: If we limit ourselves to just private funding, it will be much more difficult to find people willing to fund.</p> <p>We could try applying to Autism Speaks for some sort of community service grant.</p>	<p>Harper will talk to Holly about looking into what our options are as individual committee members for soliciting funds.</p> <p>Leeann will try to contact Becky Lockhart to let her know about the work we have done and find out if she has recommendations for funding.</p>
Public Comment	No public comment.	
Next meeting's agenda	Discuss what our options are as far as getting funding. Follow up from Leeann on her communication with Becky Lockhart.	
Future Meeting	<p>March 20, 2012 12:30 CSHCN Conference Room B</p> <p>June 19, 2012 12:30 CSHCN Conference Room B</p>	
Adjourn	2:00 PM	